



MARCH 23, 2012

EXECUTIVE ASSISTANT
CMH12-011

Kalamazoo Community Mental Health & Substance Abuse Services is seeking an Executive Assistant who has experience working with individuals of diverse racial, ethnic and cultural backgrounds to work in a complex and fast-paced office environment. The successful candidate will be responsible for coordinating the schedule for the Chief Operating Officer, preparing correspondence, facilitating meeting arrangements along with other general administrative duties. The individual in this position will also work closely with key leaders in the organization and community as directed. Exceptional organizational, communication skills and interpersonal skills commensurate with serving executive level management is required as well as the ability to prioritize and multi-task in a fast-paced environment. Five years of experience supporting executive level management, excellent computer skills including proficiency with Microsoft Office 2007 and a valid Michigan Driver's license are also required. Bachelor's degree preferred. The ability to maintain confidentiality on sensitive issues is crucial in this position. Hiring salary range is \$36,912-\$41,000.

We offer competitive compensation and fringe benefits, including medical, vision and dental insurance; disability and workers compensation insurance; paid holidays, annual leave, sick leave, continuing education, retirement plan and Deferred Compensation Plan.

Send, fax or e-mail resume and cover letter to: HR Specialist, KCMHSAS, 1st Wing 4th Floor, 3299 Gull Road, PO Box 63, Nazareth, MI 49074, Fax: (269) 553-8012, hr@kazoocmh.org. Refer to Job Number CMH12-011 when inquiring.

KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed. To learn more about our organization please visit our website at www.kazoocmh.org